



RESERVE PAY AND PARTICIPATION GUIDE ACTIVE DUTY STATUS



**FISCAL YEAR 2000
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PURPOSE

This handbook was prepared as a guide for all members of the 301st Fighter Squadron to assist them in pay status questions and preparation of required forms. It provides information and offers guidance for properly filling out requests for Active Duty and Travel orders. The goal is to better inform members about procedures and requirements involved in pay concerns to minimize errors, amendments, revocations, and Verbal Orders of the Commander (VOCO).

Directives used in the preparation of this handbook are: AFI 37-128 **Administrative Orders**, AFI 65-109 **Preparation of AF Form 938**, AFI 11-401, **Flight Management**, and AFMAN 36-8001, **Reserve Personnel Participation and Training**.

This is only a guide with broad and general information; please refer to appropriate directives for current, detailed guidance.

TERMS AND DEFINITIONS

Term	Definition
AD	Active Duty
ADS	Active Duty Support
ADT	Active Duty Training
AETC	Air Education and Training Command
AF Form 40A	Record of Individual Inactive Duty Training
AF Form 938	Request and Authorization for Active Duty Training/Active Duty Tour
AFI 36-2903	Dress and Personal Appearance of Personnel
AFI 40-502	The Weight Management Program
AFI 48-123	Medical Examination and Medical Standards
AFRC	Air Force Reserve Command
AFTP	Additional Flying Training Period
AGTP	Additional Ground Training Period
ARPC	Air Reserve Personnel Center
AT	Annual Tour
BAS	Basic Allowance for Subsistence
Commuting Area	Established area of the following counties: Maricopa
Corporate Limits	Established area of Glendale city limits
ET	Equivalent Training
Extended Active Duty (EAD)	Tour of active duty (normally for more than 90 days) performed by a Reserve member. Strength accountability for persons on EAD shifts to the active force.
FMO	Flight Management Office
FSO	Financial Services Office
GMAJCOM	Gaining Major Command
GTR	Government Transportation Request
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentee
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
Leave Entitlement	2 ½ days per month for tours of 30 consecutive days or more for IADT, ADT, ADS, and School tours.
M&IE	Meals and Incidental Expenses
MAJCOM	Major Command
MPA	Military Personnel Authorization
MPF	Military Personnel Flight
NET	No Earlier Than

NLT	No Later Than
PAS	Personnel Accounting System
PDS	Permanent Duty Station
Per Diem	Lodging costs, M&IE, special authorizations
POC	Personally Owned Conveyance
Points (Active Duty)	Awarded 1 point for each day of active duty.
Points (IDT)	Awarded 1 point for each 4-hour of IDT, not to exceed 2 points per calendar day.
Points (Membership)	Up to 15 points (prorated for periods less than a year) for Active Reserve status membership.
RPA	Reserve Personnel Authorization
R/R	Retention/Retirement Year
RMP	Readiness Management Period
RUTA	Rescheduled Unit Training Assembly
Satisfactory Federal Service Year (Good Year)	Awarded for retirement when a member earns a minimum of 50 points (including membership points in their full R/R year).
SATO	Scheduled Airline Traffic Office
TDY	Temporary Duty
TMO	Traffic Management Office
Travel Expense	POC mileage, commercial transportation, government transportation, government procured transportation
UCMJ	Uniform Code of Military Justice
Unsatisfactory Participation	Member who has 5 unexcused IDT absences or has not completed a scheduled AT tour (unless substituted or excused in the FY).
UTA	Unit Training Assembly
UTAPS	Unit Training Assembly Personnel System
VOCO	Verbal Orders of the Commander

OVERVIEW/INTRODUCTION

Your pay is categorized in two very different manners: *Active duty workdays and Inactive Duty Training (IDT) periods.*

Active Duty Workdays: *Active duty workdays pay 1/30 base pay, flight pay, housing, subsistence.*

Annual Training (AT) Days

14 days total minimum (15 allowable) travel days not included. These may be broken up into smaller periods. Unit will schedule planned AT tour periods. Individual's Flight CC or Flight DO must approve reschedules. Maximum of 4 total travel days are authorized for annual tour per year regardless of how the individual breaks up AT days.

***MAJCOM Personnel Authorization (MPA) Tours**

Typically only authorized for flying or direct flying related duties as available and authorized by unit commander or designated representative.

***Reserve Personnel Authorization (RPA) Tours**

Typically used for ancillary training and reserve support activities.

*Combination of both cannot exceed 365 days per fiscal year.

All order requests for the utilization of these days must be submitted to the unit for approval within the following guidelines:

a. Requests submitted 5+ duty days prior to requested duty are approved by exception by the scheduling officer. If the scheduling officer is uncertain as to whether the orders should be approved he will elevate the request to the appropriate Flight CC or DO.

b. Requests submitted 3-4 duty days prior to requested duty are approved by flight commander/flight DO or above.

c. Requests submitted 1-2 duty days prior to requested duty are approved by the director of operations/assistant or above.

d. Requests submitted the day duty begins, or after the fact, are approved by the squadron commander or in-writing designee.

Duty status may change from AD to IDT or IDT to AD. Orders will reflect intention to report "in place" to begin AD following IDT or to be released "in place" to begin IDT following AD. Upon completion of duty, member fills out the AF Form 938 "an order" for pay and points and completes a travel voucher. In many instances the individual will receive per diem, to/from mileage, and reimbursable expenses such as billeting.

IN-ACTIVE DUTY TRAINING (IDT) PERIODS: *TPs and UTA pay 1/30 base pay and flight pay. Individuals will never receive per diem or travel reimbursement in IDT status, billeting will be paid for directly by the unit.*

Unit Training Assemblies (UTA)	48 periods per fiscal year. The unit will schedule UTAs. Any deviations from the scheduled UTA must be approved prior to the scheduled UTA. The member will receive one point towards retirement after each period performed (4-hour minimum period).
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Additional Flying Training Periods (AFTP)	48 periods per fiscal year maximum. Of the 48, 12 periods can be logged as ground training periods and another 12 can be utilized as simulator training periods. 16 maximum flying/ground periods in a quarter. A period is a minimum of 4 hours. On a flying TP you must get airborne, more than 1 sortie may be flown during a single TP. I.e., 3 sorties in 1 day may do 1, 4 hour TP with 1 sortie followed by a 2 nd 6 hour TP with 2 sorties. TPs don't start/stop in the middle of a flight.
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DEFINITIONS OF ACTIVE DUTY

ANNUAL TRAINING (AT): Requirement of 14 days per fiscal year (15 days allowable). Cannot exceed 4 travel days even if AT is split into various periods. Cannot schedule tours of ADT, ADS, or split tours of AT with IDT for the sole purpose of reimbursing members for travel to or from the place of IDT.

RESERVE PERSONNEL AUTHORIZATION (RPA): Two types of duty:

ACTIVE DUTY FOR TRAINING (ADT): May be used to maintain or increase the member's mobilization readiness in support of Reserve needs. ADT must provide a primary training content to the member during tours involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

ACTIVE DUTY SUPPORT (ADS): May be used for projects that directly support Reserve component programs in which training the member itself is not the primary objective, but a significant outcome.

MILITARY PERSONNEL AUTHORIZATION (MPA): Tours of active duty authorized and funded to support short-term mission needs of the Air Force.

SCHOOL TOUR: Used only when a member attends any formal training listed in AFCAT 36-2223, *U.S. Air Force Formal Schools*.

LEAVE ENTITLEMENT: When a member takes part in IADT, ADT, ADS, or School Tour, leave is accrued at 2½ days per month (30 consecutive days). Accrued leave must be included in tour orders of 30 days or more.

NON-COMMUTING AREA: If your home of record is outside of Maricopa County you live in the non-commuting area.

NON-COMMUTING AREA ENTITLEMENTS: In addition to basic pay and allowances you are entitled to base billeting (reimbursable), one round trip POV mileage or the government bus TR (whichever is more advantageous to the government), authorization to use a government travel card, and per diem.

COMMUTING AREA: If your home of record is in Maricopa County you live in the commuting area.

COMMUTING AREA ENTITLEMENTS: You are entitled to basic pay and allowances. You are not authorized to use your government travel card. If you live in other than Maricopa County within the commuting area you are entitled to one round trip mileage per order.

BUNDLING POLICY: If individuals in non-commute status wish to perform a tour of duty consisting of active duty and IDT, they must perform at least one active duty day for each IDT day, (UTA/TP), 2 periods=1 day, up to three days. After the three days, IDT can be performed as available in conjunction with that order.

944 FW ORDERS AND TRAVEL POLICY

SUBJECT: Policy Letter for Filing Travel Claims

1. Effective immediately the following guidance is provided in regards to the filing of travel claims for 944 FW members:

a. All travel claims submitted for payment must include an original and one copy of the following items (as applicable):

- 1) AF Form 938 (Include a copy of the one certified for pay)
- 2) Any Luke Form 40 produced in conjunction with the travel
- 3) DD Form 1351-2
- 4) DD Form 1610
- 5) All required receipts (Any single item costing 75.00 or more)

a) Lodging receipts are always required

b) Lodging receipts must show check-in/out dates and daily rate

6) Any other necessary attachments (i.e. contract authorizations, Non-availability statements, missed meal statements, TR itinerary from the CTO, etc.)

b. All vouchers should be turned into the unit orderly room. Unit orderly rooms should forward them to 56FW/FMAT via mail. Fax copies may not be used for travel voucher payments.

c. All claims will be filed at the 56FW. No exceptions are authorized.

d. When applicable, the original certified AF Form 938 to be used for military salary will be submitted in conjunction with the travel claim.

2. This policy remains in effect until superseded.

SUBJECT: Policy Letter for Travel and Transportation Entitlements

1. Effective immediately the following guidance provided in regards to official travel performed

by 301st personnel:

a. For all active duty performed at PDS (Non commuting)

1) Orders Approving Officials (OAO) will only authorize the most economically advantageous mode of commercial transportation, which in most cases will be commercial bus. Authorization for any other mode of transportation to meet mission requirements must be approved by the 944FW/CC, CD or OG. This authority is not delegated.

2) Pass fees for airline pilots! Any fees associated with travel on the airlines as employees will not be reimbursed and should not be claimed on travel vouchers.

b. For active duty performed at any location other than PDS in Formal School Tour Status.

Under normal circumstances, Traditional Reservists will be paid an amount not to exceed the cost of one round trip constructive TR from residence to school location. (If the school tour is interrupted for the member's convenience, subsequent orders will start "in place" at the location of the course.)

c. Telecommuting

Authorization to perform duty in a telecommuting status requires approval from 944FW/CC prior to any orders being produced. This authority is not delegated.

d. Tours starting after civilian work in the local area of the PDS.

Members who reside outside the local commuting area of the PDS, scheduled to begin a tour of active duty at the PDS following work at a civilian job in the local area of the PDS and who do not return home before the commencement of such duty will be ordered to active duty from the place of employment. Travel and per diem entitlements will be based on the location from which called to active duty.

2. This Policy remains in effect until superseded.

SUBJECT: Policy Letter for Outstanding Travel Orders/Advances

1. Effective immediately the following guidance is provided in regards to follow-up procedures for outstanding travel orders and advances in the 944FW:

a. Definition of terms

1) Outstanding order-any travel order with no travel claim on file as of 5 duty days following the expected completion of duty.

2) Outstanding advance-any unsettled advance or interim travel payment remaining on a member's official record when its related order becomes outstanding.

b. The following actions will be taken based on the age of the outstanding item(s) as they appear on an Outstanding orders/Advances report from the General Accounting System:

1) Within 30 Days

a. A written notification will be sent to the member requesting submission of a travel claim.

2) 31 - 60 days

b. A second written request for a travel claim will be sent to the member and a written notification of the outstanding item will be sent to the member's squadron commander.

3) 61+ days

c. A third written request for a travel claim will be sent to the member, a second written notification will be sent to the squadron commander and a written notification of the outstanding item will be sent to the group commander.

c. Failure to submit an official claim against an outstanding advance or interim travel payment within 60 days will result in an involuntary salary offset of the amount paid IAW applicable regulations.

d. Every effort must be made to promptly file and reconcile outstanding travel claims. Failure to do so can result in this unit being unable to properly fund mission essential items.

2. This policy remains in effect until superseded.

ORDERS REQUEST GUIDANCE

Monthly Bid Sheet

Most orders will be produced based on your inputs to the monthly bid sheet.

You must indicate what type of active duty status you want to be on, i.e., Annual Tour, MPA (flying/flying related duty), RPA (non-flying support duties), School Tour (PIT), and Travel away from Luke AFB (i.e., Cross Country).

If you are a commuter (non-local area) and you are required to report to duty prior to 0800 on the first day of a tour of duty and are requesting an authorized travel day the day prior to the first day of duty, you **must** indicate so on your bid sheet. Travel days **are not authorized** just for your convenience, only mission requirements entitle you a travel day.

If you need to modify your schedule for active duty days that were approved on your bid sheet, you must notify and receive approval from your flight commander/DO as soon as possible. These include: changing active duty status (MPA to Annual Tour), changing your reserve status (Annual Tour to UTA/TP), change of start date, change of end date, or canceling the tour completely.

Orders Request Form (see example for completing on next page)

Complete this form for any tour of active duty that was not on your monthly bid sheet.

If not in the local area you may telephone your request to your flight commander/DO and have them complete the request form for you.

RESERVED FOR ORDERS REQUEST FORM EXAMPLE

ORDERS CERTIFICATION CHECKLIST

(NOTE: This checklist was designed for the orders certification official, however, the information will assist the member in completing their responsibilities)

Certifying the AF Form 938 Request and Authorization for Active Duty Training/Active Duty Tour

The following is a checklist to help you properly certify AF Forms 938. Included are actions that must be referred to and/or completed on every order certified and also emphasis on some items that are commonly incorrect. By following this checklist all certified orders should be correct, the Orders NCOIC will review all orders prior to filing with the 56FW. When in doubt whether an item is correct, seek assistance.

(Note Item # references refer to the item number on the AF Form 938)

- ☐ Item #1., 2., & 3.: Positive identification that the order you are certifying is for the proper person. Confirm that Item #40 matches Item #1.
- ☐ Item #13: Shows where the individual reported to, usually home station, but if different it could effect entitlements and filing requirements. Also note if it indicates "IN-PLACE" (this will apply only to non-commuters and must be reflected in Item #38.)
- ☐ Items #14 & 15: Note the time and dates for reporting and release, these will be critical in validating Item #38.
- ☐ Items #16 & 17: An "X" in the block indicates they reside within the Corporate Limits/Commuting Area, a empty box indicates outside the limits/area. In some cases non-commuters may indicate arriving at their duty location in Item #38b and departing in Item #38c at different times than reporting/released from duty in Item #42.
- ☐ Item #19: If the member lives in the commuting area but not the corporate limits (i.e., Litchfield Park) they must indicate if they drove their POV, number of miles, and sign and date.

- ☐ Item #19: If a voucher accompanies the order, review all remarks carefully to ensure authorized entitlements are accounted for and any entitlements not authorized are not claimed. *(Note: Most of these will be reflected on the DD Form 1351-1, Travel Voucher, the Orders NCOIC will review all Travel Vouchers prior to submitting to 56FW.)*
- ☐ Item #34: If you have a question about an order and need to discuss it with CSS, the order number is the easiest and most reliable indicator to make inquiries concerning a particular order.
- ☐ Item #38: The member must complete this prior to you certifying the order. It must reflect accurately and clearly what the member did concerning travel: departing and reporting.
- **(For Non-Commuters Only)****
If they were in-place before or after the dates of this order Item #38 must reflect that (i.e., IN-PLACE per "OTHER ORDER NUMBER" or IN-PLACE "IDT"). See attached examples.
- ☐ Item #39: The member must complete this prior to you certifying the order. They must circle whether their spouse "was" or "was not" in Active Duty status during their tour (if not married circle "was not". They must also circle either "did" or "did not" occupy government quarters.
- ☐ Item #40: The member must sign, in black or reproducible blue ink, and you must have the copy with his original signature. Do not certify an order with a copied signature.
Copies will not be accepted for military pay.
- ☐ Item #41: **THIS IS ONE THAT FREQUENTLY IS INCORRECT.** The member must put in the date they are submitting the order for pay. The problem is, the date cannot be prior to the date the tour ends (only exception is pre-certification for some long tours).
- ☐ Item #42: **CRITICAL INFORMATION.** The member should not complete this item, you, the certifying official, should. The times and dates must accurately reflect when the member actually reported and was released from duty. These dates and times will not necessarily match what the member put in Item #38, due to travel time and other variables. It is important to compare what you are entering in this Item to what is published in Items #14 and 15. If there is a difference in either the report date or release date do not certify the order. Bring the order to the Orders NCOIC and the proper adjustment action will be accomplished.
- ☐ Items #43 & #44: Certification Official's printed name/rank, and DSN.

- ☐ Items #45 & #46: Certification Official's signature and date signed.
- ☐ Place the original certified order in the "Completed Orders for Pay Certification" file (plastic slot container located on the wall in the Orderly Room).

Orders Certification Samples

The following four pages are examples for the most common types of orders.

1. Commuter/Living in Corporate Limits Area: These are the individuals who live in Glendale and perform duty at Luke AFB, or those who are commuters but not in Corporate Limits Area, (i.e., Litchfield Park, Phoenix, Peoria) would be the same with the addition of a pre-printed travel statement in the remarks block of the order.
2. Non-Commuter/Not Living in Corporate Area: These are the individuals who must travel to report to duty(i.e, Tucson, Yuma, TDY, etc).
3. In-Place Arriving: This applies when you performed duty (another active duty order or in-active duty status) immediately preceding the report date of the current order.
4. In-Place Departing: This applies when you will perform duty (another active duty order or in-active duty status) immediately following the release date of the current order.